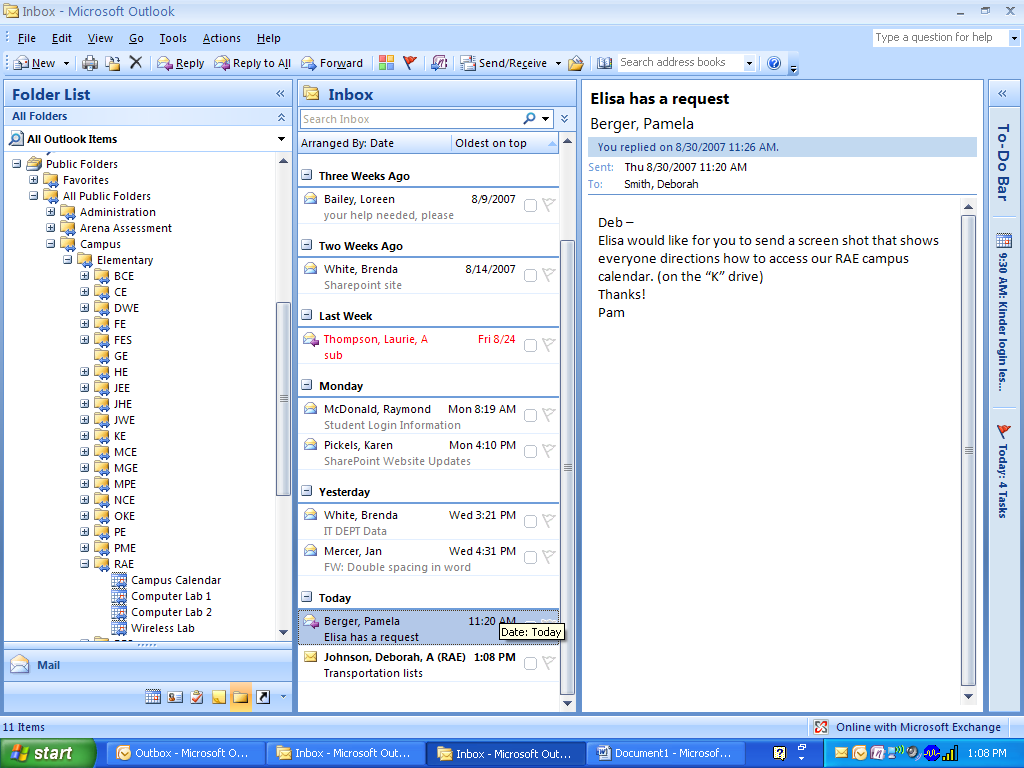
**Where’s the RAE Calendar?**

1. Open your Microsoft Outlook (e-mail)
2. The RAE Calendar is in the Public Folders

\*\*(If you don’t see Public Folders listed, even when you scroll all the way down, see

the directions at the bottom of the page.)

1. Just open All Public Folders > Campus > Elementary > RAE
2. Right-click on Campus

Calendar and choose the

“Open in a New Window”

option.

**What if Public Folders isn’t listed in your task pane?**

Just hover over icons at the bottom until you see the Folder List icon, click, and Public Folders will appear on your list.